

**Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council**  
**Croxdale and Hett Parish Council**  
**Wednesday 11 October 2017, 7.00 pm**

**Parish Council Members Present:**

Councillor L Griffiths (Chair), Councillor R Burton, Councillor J Garner, Councillor M Ord, Councillor K Summerson, Councillor I Watt and W Watt.

**Also Present:**

County Councillor S Dunn.

**78/17. Apologies for Absence:**

Apologies of absence was received from Councillors J Anderson and A Watt and County Councillors Blakey and McKeon.

**79/17. Declarations of Interest:**

Councillors Garner, Ord and Summerson declared an interest in item 11 (Review of Allotment Holder Tenancy Regulations: Gardens and Small Holdings). However, their dispensation previously granted authorised Members to speak and vote in connection with the Council's allotments and garages.

**80/17. Policing:**

Clerk advised Members of PCSO feedback of the PACT meeting that was held on 19 July 2017. A walk around was conducted, however no members of the public were in attendance and there were no issues to report. The last PACT meeting on 28 September 2017, there was issues raised, regarding anti-social behaviour (ASB) from local youths which is currently being looked at by the Beat Team. No date for the October's PACT meeting had yet been confirmed.

The Clerk subsequently reported further incidents to the PCSO Officer that had recently occurred in Croxdale following Councillor Burton's email of concern. Their response was to undertake some walk arounds in the area. County Councillor Dunn advised, residents should be encouraged to report incidents via 101 and to obtain a crime number. Councillors should also try to encourage residents to report incidents to the Police as and when they occur. Past incidents can be reported retrospectively.

Linda Burton reported a farmer's tractor had been vandalised and also youths were seen throwing stones at an elderly lady. A needle / syringe was also found in a nearby greenhouse, whereby the resident was advised by the Police to dispose of the items themselves. County Councillor Dunn advised the correct course of action of the items being disposed of, should have been through the County Council. Future reporting can be contacted on 03000 261 000.

Following discussion, it was agreed the Clerk would report ASB issues to the County Council, contact the PCSO Officer further asking for details of how many incidents had been reported and to also write a letter of concern to Ron Hogg, Police and Crime Commissioner.

**Resolved: Clerk to action as per the last paragraph above.**

**81/17. Public Participation**

Michael Graveling and Linda Burton were in attendance.

## **82/17. Minutes**

The Minutes of the meeting held on the 13 September 2017 were agreed as a true record and signed by the Chairman.

## **83/17. Matters Arising**

### **i. Fencing at Hett Lane:**

Clerk contacted County Councillor McKeon on 09 October 2017 for an update regarding the site visit. County Councillor has been having difficulty in contacting Brian Buckley of Highways. Site visit yet to be arranged to look at the fencing issue.

**Resolved: County Councillor McKeon to progress further with DCC.**

### **ii. 'Parkthatbike' Project:**

Clerk confirmed applications have been submitted for Croxdale Community Association and Hett Village Hall Association for free bike rack.

**Resolved: For Members' information.**

### **iii. Road Closure – Thinford Works:**

Clerk reported no response has yet been received from DCC regarding the assessment criteria used and costings in relation to the above works. If no response is forthcoming then submitting a Freedom of Information (FOI) request would be considered. A response from DCC regarding the traffic survey at Hett was received. The results from the new survey revealed that the traffic flows have reduced considerably in proportion to those of the previous survey in 2015. There has been a general reduction of traffic on each of the three roads in Hett of approximately 30%. Clerk is to ask for breakdown of figures and query if the survey was also assessing speed of vehicles or was it purely volumes of traffic.

**Resolved: Chairman to draft FOI request accordingly. Clerk to contact Highways for breakdown and clarify if the speed of vehicles were captured.**

### **iv. AAP Co-ordinator Attendance:**

Clerk informed Members that Michael Wilkes, AAP Co-coordinator, is to attend November's meeting to give an overview of the AAP, and how the Parish can work more closely with them in the future.

**Resolved: For Members' information.**

### **v. Standards Training:**

The Clerk as well as Councillors Burton and Ord attended Standards Training on 03 October 2017. The session was useful and informative. Clerk will circulate presentation materials electronically.

**Resolved: For Members' information.**

### **vi. Parish Christmas Shopping to Harrogate:**

Councillor Burton and the Clerk are arranging a Christmas Shopping trip to Harrogate on Sunday 19 November 2017 for parishioners and their friends/families. Ticket prices are £12pp for the return journey, with pick up and drops off points at Croxdale and Hett. It was noted however, depending on numbers, this may not go ahead. An update will be provided at the next meeting.

**Resolved: For Members' Information.**

**vii. General Data Protection Regulation (GDPR):**

The Clerk notified Members of a training session that has been arranged for Clerks as well as Councillors (Clerk has already confirmed her attendance) on 1 November 2017 at Spennymoor Town Hall in relation to GDPR. Cost per delegate is £27.00.

**Resolved: For Members' information and to notify the Clerk if training is of interest.**

**viii. Request for Donation – Learning Library, Spennymoor:**

Clerk confirmed a letter was sent to the Learning Library informing them the Parish will consider a donation later in the financial year.

**Resolved: For Members' Information.**

**ix. Hett Cemetery:**

Clerk spoke to John Todd, Cemetery Attendant, who couldn't remember if the plots in question were internment of ashes. However, these could be checked with a probe. The plot Mrs Hughes has purchased for Mr Hughes was for internment of ashes as she requested.

**Resolved: For Members' Information.**

**x. Commonwealth War Graves Commission (CWGC):**

An application form from the CWGC was received for erecting a sign notifying members of the public that a war grave was present at Hett Cemetery. The size and location was subsequently agreed. Clerk is to query if planning permission is required (as per the guidance notes) as the area in question is in a conservation area.

**Resolved: For Members' Information. Clerk to complete application form accordingly and contact Planning Department at the County Council.**

**xi. Electoral Register:**

Clerk notified Members that a form has been produced for audit purposes for Councillors to declare if they wish to obtain a copy of the electoral register for the Parish. All Members present indicated on the form if they wanted to receive a copy of the register and signed accordingly.

**Resolved: For Members' Information.**

**xii. 2016/17 Audit:**

Clerk confirmed there has been no requests for information from the public with regard to 2016/17 Audit.

**Resolved: For Members' Information.**

**xiii. CDALC Executive Committee and AAP Representative:**

Clerk advised Councillor Ord that a nomination had now been received from Spennymoor TC in relation to the above, to act as a joint representative for Croxdale and Hett and Spennymoor Parish area. As Councillor Ord is now a member of the AAP, he is happy for Councillor Ron Highley of Spennymoor TC to take on the joint role.

**Resolved: For Members' Information. Clerk to advise Spennymoor TC accordingly.**

#### **84/17. Parish Clerk Update / Correspondence:**

**i. AAP Community Consultation:**

Clerk gave details of a consultation event arranged by the AAP on 21 October 2017, 10-2pm, Spennymoor Town Hall. The aim of the event is to encourage residents to come along and talk to Councillors, Whitworth Park School, Livin, Home Group, Police & Fire Brigade.

**Resolved: For Members' Information.**

**ii. Parish Election Feedback Survey for Councillors:**

Clerk gave details of an online survey that was circulated to Members via email on 18 September 2017, from the County Council, asking for feedback from the recent Elections in May. Clerk queried if there were copies available for those not on email which there wasn't. However, if Members want to provide feedback that are not online, this can be done in writing.

**Resolved: For Members' Information.**

#### **85/17. Financial Matters:**

**i. Financial Report for the Period 1 April 2017 – 11 October 2017**

A financial update prepared by the Clerk was circulated to Members which included a detailed schedule of receipts and payments for the financial year to date and bank reconciliation to 11 October 2017. The current net bank balances totalled £14,095.66.

The following cheque payments were approved:

Cheque Number – 400328 – JW Smith - £160.00

Cheque Number – 400329 - Miss C Maddison – Clerk's Wages - £258.00

Cheque Number – 400330 – HMRC – Tax & NI Contributions – £64.40

Cheque Number – 400331 – Miss C Maddison – Broadband Subscription - £37.99

Cheque Number – 400332 – Zurich – 2017/18 Insurance Renewal - £348.48

**Resolved: For Members' Information.**

#### **86/17. Zurich Insurance Renewal 2017/18**

The Council's insurance policy is due to be renewed effective from 27 October 2017 at a cost of £348.48 (inc. VAT). It was noted, this was an increase of £8.82 compared to 2016/17.

**Resolved: Clerk to arrange payment of £348.48 to Zurich Municipal for 2017/18 Council insurance.**

#### **87/17. Parish Council Meetings – Venues**

A discussion was carried out on whether the Parish should alternate attendance at Croxdale and Hett for monthly Parish Meetings. Councillor Griffiths has been trying to obtain cost and availability at Hett Village Hall, but to no avail. Councillor Garner suggested the Parish should also consider having a meeting presence in Sunderland Bridge.

**Resolved: Councillor Griffiths to continue to try and contact Hett Village Hall. Councillor Garner to check availability for the Church.**

### **88/17. Allotment Holder Tenancy Regulations: Gardens & Small Holdings**

The revised draft combined regulations for gardens and small holdings was circulated for information following proposed amendments at the last meeting. It was agreed letters would be hand delivered when the rents are collected in December / January. Councillor Summerson had some further comments, which he would feedback via email outside of the meeting.

**Resolved: Clerk to prepare letters for distribution in December / January.**

### **89/17. Cemetery Update:**

The Clerk along with Councillor Griffiths met with Deerness Fencing and Mr Hutchinson on 03 October 2017 at Croxdale Cemetery to agree the boundary line of fence line C before works commences. The correct boundary was subsequently agreed on site.

A further site visit took place on 09 October 2017, with attendees from the Parish Clerk, Councillor Griffiths and Deerness Fencing, to agree the repair works to fence line A/B and agree the height of fence line B. This was to enable the fence on the back row to be all the same height. The height was required to be adjusted so we could utilise as much as existing materials as possible. Additional costs incurred for labour charges was yet to be confirmed.

The fencing works was nearing to completion and will hopefully be reported at the next meeting as complete.

**Resolved: For Members' Information.**

### **90/17. Planning Issues:**

No planning matters was discussed.

### **91/17. County Councillor Reports**

County Councillor Dunn gave an update in relation to: a report to Cabinet on 18 October 2017 on the Medium Term Financial Plan(8) will be considered, on the planning of further savings following further cuts to Government funding for the County Council. £15 million of savings is required in 2018/19. The County Council is looking to relocate County Hall HQ and creating the site at Aykley Heads into a business park and housing development.

The funding for a defibrillator as discussed at the last meeting with County Councillor McKeon was discussed further, with a donation from the Parish yet to be agreed. Following the completion of the cemetery fencing, a donation will then be determined.

**Resolved: For Members' Information.**

### **92/17. AOB:**

#### **i. County Durham Age Concern – 'Beat the Scammers':**

Councillor Ord reported following an APP meeting, that a useful presentation / information booklet was given in relation how to keep safe from telephone scammers and suggested if the Parish could help circulate the message amongst residents.

**Resolved: Clerk to look into circulating information throughout the Parish.**

**93/17. Date and Time of Next Meeting:**

It was agreed that the next meeting would be held on Wednesday 08 November 2017 at 7.00 pm.